



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

DIRECTOR, PLANNING AND LAND USE

Class No. 002137

■ CLASSIFICATION PURPOSE

To maintain or enhance the quality of life in San Diego County by directing the preparation and implementation of County-wide land use policies and public decisions; to review and process land development proposals and permits in compliance with adopted plans, codes, and ordinances; to assist the Board of Supervisors, Planning Commission, and other planning/zoning boards in reaching decisions on land use matters; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

This is a one-position executive management class allocated to the Department of Planning and Land Use. The position reports to the Deputy Chief Administrative Officer for the Land Use and Environment Group. It is distinguished from the next lower class, Deputy Director, Planning and Land Use, in that the latter assists the Director in the direction of the overall activities of the Department.

■ FUNCTIONS

The examples of functions listed in this class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Plans, directs, organizes, coordinates, and evaluates the overall activities of the Department of Planning and Land Use consisting of building & land use permitting and inspection, code enforcement, community planning, and regional planning.
2. Directs the development and implementation of Countywide planning and land use policy and procedures.
3. Directs the development and implementation of departmental plans and programs.
4. Directs investigations relating to applications for variances, discretionary permits, and other land use matters.
5. Presents reports, recommendations, and information on planning and land use matters to the Board of Supervisors, Planning Commission, planning/zoning boards, and citizen/community groups.
6. Develops the department's annual budget and monitors revenue and expenditure transactions.
7. Conducts fiscal analysis and prepares cost projections.
8. Identifies operational problems and formulates appropriate solutions.
9. Prepares reports and correspondence.
10. Supervises subordinate staff
11. Acts as liaison with other public and private agencies and provides information to County departments, the public, and agency representatives on departmental activities.
12. Provides service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles, practices, techniques, and concepts of planning, as applied to governmental agencies.

- Laws, regulations, codes, and ordinances related to planning, zoning and land use matters.
- Policy/procedure development and implementation related to the Department of Planning and Land Use in the areas of building, code enforcement, community planning, and regional planning.
- State and Federal agency funding principles and practices.
- Legal authority of State law, joint powers agreements, and cooperative agreements.
- Principles and practices of supervision and training.
- Principles and theory of public administration including general administration, human resource management, fiscal management, and accounting.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Plan, organize, direct, and evaluate the overall activities of staff involved in the preparation and implementation of land use policies and public decisions.
- Review and process land development proposals and permits.
- Coordinate departmental services with County departments and public/private agencies.
- Ensure that departmental activities conform with Federal, State, and local laws and regulations.
- Identify and resolve departmental operational problems.
- Prepare annual budget and monitor revenues and expenditures.
- Prepare executive-level correspondence and reports.
- Supervise, train, and evaluate the work of subordinate staff.
- Prepare and give public presentations on the department's activities, functions, and issues.
- Establish and maintain effective working and diplomatic relations with staff, the public, and representatives from governmental, industry, media, and other agencies.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others and reading and writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

**New: June 25, 1982
Revised: April 17, 1992
Reviewed: Spring 2003
Reviewed: May 13, 2004**

Director, Planning and Land Use (Class No. 002137)

Union Code: EM

Variable Entry: Y